Chief, IO Division   ~ENTIAL 1 December 1953

THROUGH : Deputy Comptroller
          Chief, Finance Division

          CONFIDE~

Memorandum from Chief, IO Division to Chief, Finance Division,
dated 2 December 1953, Subject: Travel and Temporary Duty of

25X1A

1. Reference is made to subject memorandum which sets forth addi-
tional details as to the request for approval submitted to the Finance

25X1A   Division by ███████████████ by memorandum dated 5 November 1953,
relative to travel expenses of his wife while he was in a TDY status.

2. In reviewing the facts as set forth, it appears that ████████   25X1A
was reimbursed in full by the Agency for his travel in accordance with

25X1A ████████████████████████████ and that ████████ reimbursed him for his wife's   25X1A
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███

███ Also,
it is requested that the basis of reimbursement authorized for the expense
of travel of the dependent be furnished this division either in the form
of an amendment of the travel order or by memorandum.

6. In addition to the review of the claim as indicated above, we
note that the Travel Order authorized reimbursement for travel by pri-
vately owned automobile between ████████████ and other points in the

25X1A

████████████████ at the rate of seven cents per mile. Based on such
authorization, the traveler claimed and was reimbursed for travel from

25X1A

████████████████████ and return at the rate of seven cents per
mile. Upon initial review of the claim, this division failed to note
that this travel was performed by an official car of ████████ and not
by a privately owned automobile. It, therefore, appears that the
traveler was entitled to recover only the actual cost of travel incurred
and that reimbursement on the basis claimed was in error. In order
that this portion of the claim may be re-examined, it is requested
that the traveler furnish receipts or a certification of the actual
expense incurred in connection with the travel by official automobile.

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cc: CIA/FUP

FD/LRBrumet